

Job Description

Position:	HR Manager	Employment Type:	Full time or Part time (min. 3 days/week)
Reports To: (Position)	Finance Director	Location:	Great Yarmouth, UK
Prepared By:	Rebekah Burnett	Date:	07/12/2018

Overall Purpose of the Job:

To provide support for the Directors/Manager and to oversee the HR function, related policies and procedures. Ensure the company is compliant with employment law in its areas of operations. Develop programs and procedures to help align the workforce with the company strategic objectives. Establish HR department measurements that support the company strategic objectives.

Principal Accountabilities:

1.	Overall responsibility for the company's HR policies and procedures
2.	Keeping up to date with changes in relevant legislation, identifying action required, advising management and implementing necessary changes
3.	Develop recruitment strategies and oversee the recruitment process, including drafting advertisements
4.	Ensure that new employees are given the company induction
5.	Provide employee data reports as required
6.	Ensure the employee HR record system is maintained and advises management of any issues.
7.	Ensure that all aspects of the HR system remain confidential and in compliance with GDPR
8.	Scheduling recruitment interviews ensuring all relevant paperwork is in place.
9.	Draft employee documentation such as handbook and contracts of employment
10.	Maintaining training records and competency scheme
11.	Overseeing disciplinary, grievances, terminations, absence records and appraisals.
12.	Develop and maintain companywide appraisal scheme linked to company objectives and succession planning
13.	Oversee the Investors In People accreditation process ensuring that it is delivered on time
14.	Promote and manage health and well-being within the company
15.	Ensure that managers are trained in how to deal with disciplinary and grievance issues
16.	Develop a company wage and salary structure including benefits.
17.	Critically evaluate resource planning and department structures and advise management
18.	Oversee succession planning to ensure key skills and knowledge are retained within the company
19.	Adhere to company QHSE policies and procedures.
20.	Ad-hoc duties as requested by line manager

Organisation:

a) Immediate Supervisor(s)	Line: Function:	Finance Director
b) Other jobs reporting to the same supervisor:		
c) Direct Reports:		Administration Assistant

Job Context and Main Activities:

Ensure they are familiar with, and keep up to date with, all company policies and procedures in relation to health and safety. Specifically, with regard to job procedures, COSHH and Display Screen regulations.

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Financial Responsibilities and Approvals:

Make day to day decision in line with the company growth strategy
 Financial authority within the confines of the Company DOA Policy

Relationships:

(Who are the job holder's most important contacts and for what purpose?)

Administration assistant, Finance, Directors, Managers, Employees

Job Challenges:

(Identify the most complex or demanding aspects of the job)

Job Knowledge and Experience:

(Indicate only the *essential* background qualifications, education, skills *and* aptitudes, specialist training and experience necessary to perform the job competently)

- Knowledge of UK and Danish employment law.
- Excellent IT skills.
- High level of confidentiality.
- In-depth understanding of HR processes.
- Good team player.
- Good communicator.
- Demonstrate the ability to lead and develop the HR team.
- Minimum of ten years in a high-level HR role, ideally within the oil and gas industry.
- Must hold a CIPD qualification.
- Full time / Part time working considered based on a minimum of 3 days per week.

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Health and Safety:
All Employees
<p>The incumbent must:</p> <ul style="list-style-type: none"> a) take reasonable care to prevent harm to themselves b) consider the potential for harm to others or the environment that may be caused by their acts or omissions c) work in accordance with information and training provided d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay f) not undertake any task for which authorisation and/or training has not been given.
<p>Responsibilities of Managers and Supervisors</p> <p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ul style="list-style-type: none"> a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity e) bringing to the prompt attention of senior management any HSE issue that requires their attention f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes g) actively participating in the HSE management system.

Job Description Agreed By:			
Job Holder		Date:	
Manager		Date:	